



THE GOVERNOR GENERAL · LE GOUVERNEUR GÉNÉRAL

April 6, 2016

Office of the Secretary to the Governor General – Solicitation No.:OSGG-BSGG-15-1611

Request for Proposal (RFP)

Hospitality Services

Questions and Answers

The following shall be read in conjunction with and shall form an integral part of the Request for Proposal (RFP).

Question 1

Can we bid solely on a specific requirement or does it have to be for the whole requirement (ex.: kitchen staff only)?

Answer 1

Bidder must bid on the entire requirement.

Question 2:

Can we request an extension to the solicitation?

Answer 2

This time the OSGG will not extend the solicitation process.

Question 3

Is there an option for us to be a backup agency?

Answer 3

Unfortunately, this is not an option. The bidding agency is to determine their proper back-up agency or contingency plan.

Question 4

In Annex A, Statement of Work, section 1.2.3, criteria e) there is a mention for coat check services. This resource category is not reflected in Annex B, Basis of Payment.

Answer 4

Coat check services are part of the duties that the VIP Server or Server could be ask to perform. They are not a separate category which is why they are not reflected in Annex B.

Question 5

How do we obtain security clearance for our staff through CISD?

Answer 5

Information and procedures on how to obtain a security clearance for employees can be found on the Public Works and Government Services Canada at the following link: <http://ssi-iss.tpsgc-pwgsc.gc.ca/ssi-iss-services/esp-pss-eng.html> or you can contact the Industrial Security Program at Toll-Free: 1-866-368-4646 or National Capital Region: 613-948-4176, Monday to Friday from 8:00 am to 5:00 pm Eastern Time.

Question 6

When does the government expect to award the contract?

Answer 6

The Office of the Secretary to the Governor General (OSGG) is anticipating contract award by end of May 2016.

Question 7

Section 6.7.2.1 of Part 6, refers to subcontracts. Are we allowed to subcontract a portion of this requirement to other contractors?

Answer 7

This section was included in the contract clauses should the bidder decide to subcontract portions of the work. It is solely at the Bidder's discretion to decide if they wish to subcontract the requirement.

Question 8

We would appreciate the opportunity to participate in the RFP process for your Service Contract. Can you update us on when the current contract for Servers/Bartenders will expire and when it will be available to submit a proposal?

Answer 8

The OSGG currently has a service contract expiring on the 15th day of June 2016. This solicitation is for the services post 15th of June, if interested a proposal should be submitted in response to this solicitation.

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